



## WSIPP Internships

### *Who We Are*

WSIPP's mission is to carry out practical, non-partisan research at the direction of the legislature or board of directors. WSIPP works closely with legislators, legislative and executive staff, and experts in the field to ensure that studies answer relevant policy questions.

### *What We Provide*

WSIPP offers internships with the goal of providing students (undergraduate or graduate) real-world public policy research experience. Interns assist WSIPP researchers conducting practical, objective research projects assigned by the legislature. Current topic areas include health care, education, criminal justice, children and adult behavioral health services, and the costs and benefits of various policy options.

Interns are paired with a mentor who assigns projects and ensures that the intern has a meaningful work experience. Interns provide research assistance and administrative support for multiple projects throughout their internship.

### *Qualifications*

Persons applying for internships must have an interest in public policy. Interns must be detail-oriented, highly motivated, and have the ability to self-manage. WSIPP expects interns to be engaged and ask questions; report to researchers on the status of projects; and prioritize and balance work assignments from multiple researchers. Interns should be familiar with conducting literature reviews and analyzing and summarizing research articles. Interns are expected to work diplomatically, professionally, and in a non-partisan manner.

Interns must possess the following minimum qualifications:

- Computer: Proficient in Microsoft Word, Excel, Access, and PowerPoint
- Analytical: Experience conducting literature reviews and analyzing and summarizing academic research articles
- Communication: Strong writing skills
- Education: Two years of college credit and pursuing a relevant major (e.g., public policy, economics, political science, criminal justice, public health)

The following are desirable qualifications. Internship candidates ideally have taken coursework or have an interest in one or more of the following:

- Research methods
- Public policy
- Statistics

### *Logistics and Compensation*

Our office is located in Olympia, Washington. Interns not currently based in Olympia are responsible for finding housing and arranging transportation. We offer flexible schedules within usual business hours. If you are actively attending classes during your internship, you may not work more than 19 hours per week. Compensation is based on qualifications.

### *How to Apply*

Ongoing internships may be offered throughout the year depending on staff time, assignments, and project funding. If you would like us to consider your application, please specify the dates and what length of internship (academic quarter/semester) you are interested in with your application materials.

WSIPP also has a standing summer internship. If you are interested in applying for the summer internship, please follow the instructions on our website.

To apply, please submit the following:

- ✓ Cover letter (address how you meet the qualifications)
- ✓ Resume
- ✓ Questionnaire (see instructions below)
- ✓ Two references (we recommend one faculty and one personal/professional)

Application packets should be sent to [institute@wsipp.wa.gov](mailto:institute@wsipp.wa.gov) or mailed to the following address:

Washington State Institute for Public Policy  
ATTN: Catherine Nicolai  
110 Fifth Ave. SE, Suite 214  
Olympia, WA 98504

### *Questionnaire*

Answer the following questions. Submit your written response in no more than two typed pages.

- 1) What is your major and why did you choose it?
- 2) Describe your interests and explain why WSIPP would be helpful in achieving your career goals.
- 3) What is an academic or professional achievement that you are most proud of?
- 4) When are you available to start the internship and how many hours per week can you work?